




**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE DIVISION ORGANIZATION		PROCEDURE NUMBER PG202.0	
SECTION Division Organization	DISTRIBUTION A	ISSUE DATE 01/21/22	REVIEW DATE 05/01/24
REPLACES PG202.0 – “Division Organization”, issued 02/01/16			
RELATED DIRECTIVES PG306.0	REFERENCES CALEA 11, 12, 16	AUTHORITY  Chief Stanley R. Johnson	

I. PURPOSE

This directive describes the organizational structure of the Division and documents the function of each position or component of the Division.

II. POLICY

The Division's policy is to establish an organizational structure that enables the Division to efficiently and effectively perform its police functions. The Division comprises four operational units: Office of the Division Chief, Field Operations, Support Operations, and Investigative Operations. The Division's organizational chart is attached and available on the Park Police Website.

III. RANK STRUCTURE

A. Division personnel are either:

1. Appointed law enforcement personnel. Police officers who are vested with law enforcement authority, or
2. Positions that do not require a sworn police officer will be staffed by a civilian employee, such as administrative, dispatcher, clerical, alarms, records, property, firearms range, etc.

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- B. The order and rank of Division sworn personnel are:
 - 1. Division Chief/Commander
 - 2. Assistant Chief/Captain
 - 3. Manager/Lieutenant
 - 4. Sergeant
 - 5. Police Officer IV
 - 6. Police Officer III
 - 7. Police Officer II
 - 8. Police Officer Candidate

- C. During the temporary absence of any ranking command officer, the highest-ranking subordinate present or available for duty acts as the ranking officer unless the absent ranking officer has designated, by name, this authority to another ranking officer.

- D. Command officers of lower rank, after assuming a temporary higher command post, have the delegated authority and duties of the higher position. However, those temporarily assigned shall not interfere with, or countermand, any order issued by the officer whose place they are temporarily occupying without a senior command officer's prior approval.

- E. Those officers assigned to another unit, branch, or section must be responsible for and follow the orders of those in command of the unit to which they have been reassigned.

IV. COMMAND STRUCTURE

- A. The Assistant Division Chiefs/Captains and Office of the Division Chief will be supervised by the Division Chief/Commander.

- B. The Office of the Division Chief consists of the following sections:
 - 1. Fiscal Affairs;
 - 2. Human Resources;
 - 3. Executive Services
 - 4. Accreditation (Crime Analysis)

- C. Executive (Services) Officer is a Manager/Lieutenant who reports directly to the Park Police Division Chief.

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- D. An Assistant Chief/Captain will manage the Support Operations section, consisting of Technical and Staff Services.
 - 1. A Manager/Lieutenant will oversee Support Operations –Technical Services (Information Technology, Communications, Property/Evidence, Vehicle Fleet Management, and Research and Development).
 - 2. A Manager/Lieutenant will oversee Support Operations –Staff Services (Training, Police Training Academy, Firearms Range, and Records).

- E. An Assistant Chief/Captain will manage the Field Operations section, consisting of Patrol Services and the Canine Unit.
 - 1. A Manager/Lieutenant is assigned to oversee each Patrol Services shift: days, evenings, and midnights.
 - 2. Field Operations has an Administrative Assistant who reports to the Field Operations Assistant Chief/Captain.

- F. An Assistant Chief/Captain will manage the Investigative Operations and Office of Accountability and Oversight sections, consisting of Investigative Services, the Office of Accountability, and the Special Assignment Team.
 - 1. A Manager/Lieutenant will oversee the Investigative Operations (Investigative Services and Special Assignment Team).
 - 2. A Manager/Lieutenant will oversee the Office of Accountability and Oversight Operations and Recruitment section.

- G. An Assistant Chief/Captain will manage the Office of the Public Safety & Community Engagement.
 - 1. A Manager/Lieutenant will oversee Mounted Services
 - 2. Civilian Manager, Security Management Operations/Alarms

- H. Each of the following units will be supervised directly by one sergeant or civilian supervisor:
 - 1. Each Patrol Services Squad
 - 2. Each Mounted Services Squad
 - 3. Special Assignment Team
 - 4. Office of Accountability and Oversight
 - 5. Investigative Services
 - 6. Staff Services
 - 7. Records
 - 8. Communications
 - 9. Community Services Unit

The Park Police Division Chief has the authority to restructure the organization as deemed necessary to the efficient and effective operation of policing services.

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V. ALLOCATION OF PERSONNEL

- A. The Division shall conduct periodic workload assessments of all components to determine staffing needs.
- B. Each component shall be responsible for providing complete documentation of the assessment results to the Office of the Division Chief.
- C. Allocation of personnel based on these workload assessments shall be made in accordance with Division Directive PG736.0 – “Transfer Procedures.”
- D. Assessments that demonstrate a need for an increase in the Division’s overall authorized strength shall be presented, with complete documentation, to the Park Police Division Chief, for inclusion in the Divisions budget proposals.

VI. ORGANIZATION STRUCTURE

- A. Office of the Division Chief consists of the following functions:

- 1. Executive Services/Public Information Officer
- 2. Fiscal Affairs
- 3. Human Resources
- 4. Accreditation (Crime Analysis)

*FOP President, if a member of the Prince George’s County Division

- B. Support Operations consists of the following functions:

- 1. Technical Services
 - a. Information Technology
 - b. Communications
 - c. Property/Evidence
 - d. Vehicle Fleet Management
 - e. Research and Development

- 2. Staff Services

- a. Training
- b. Police Training Academy
- c. Firearms Range
- d. Records

- C. Field Operations consists of the following functions:

- 1. Patrol Services
 - a. Traditional Patrol

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- b. Bicycle Patrol
 - c. Canine Services
- D. The Office of Accountability and Oversight & Investigative Services consists of the following functions:
- 1. The Office of Accountability and Oversight
 - a. Accountability and Oversight
 - b. Employee Background Investigations
 - c. Recruitment
 - 2. Investigative Services
 - a. Criminal Investigations
 - b. Evidence Collection
 - 3. Special Assignment Team
 - a. Directed/Specialized Patrols
 - b. Surveillance/Undercover Operations
 - c. Intelligence
 - d. Crime Prevention Site Analysis
- E. The Office of the Public Safety Liaison & Community Engagement consists of the following functions:
- a. Security Management Operations/Alarms
 - b. Mounted Services
 - c. Community Engagement Unit
 - d. The Potomac River Waterfront Trail Unit
 - e. Motorcycle patrol
 - f. Park Police Mobile Command Center
 - g. Security Assessments and Special Events

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